

Appendix 1



Sample Fall Conference Registration Materials

District 1 Fall Leadership and DVP Election Conference

October 7, 2004 · Vatterott KC campus

Date	October 7, 2004
Location	Vatterott College 8955 East 38 th Terrace Kansas city, MO 64129 816-861-1000
Who Can Attend	DVP Candidates Student Delegates Advisors/Chaperones
Registration	Return these forms to the District Advisor: <ul style="list-style-type: none">• Registration Summary• Statement of Assurance

Deadline for Materials: September 28, 2004

DECA District 1 Fall Leadership and DVP Election Conference

Conduct and Consent Forms: You must have a signed “*Delegate Conduct*” and “*Medical Consent*” form for each student attending the conference. Keep these forms in your possession and return your signed “*Statement of Assurance*” form with registration materials.

Supervision: Although there is no set number or ratio for the district leadership conference, please make sure you have enough supervision to take care of your own chapter delegates, especially if you have been asked to do another job during the conference.

Voting Delegates: The ratio is one voting delegate for every 5 student members and major fraction thereof. If you wish to base your allotment on this year’s membership, you must submit your 2004-2005 DECA roster with this registration. ***Chapters that submit more names than their allotment will be contacted to correct their registration.***

In addition to serving as Voting Delegates, these students will participate in the conference events and activities.

Screening & Nominating Committee Member: Each chapter is eligible to submit the name of one Voting Delegate to serve on the Screening & Nominating Committee. This individual will interview candidates for the DVP office. Please designate your Screening & Nominating Committee member on the Registration form.

DVP Candidates: All potential candidates must submit an application to the District Advisor. **Applications are available from the District Advisor.** The candidate must have signatures from both the DECA advisor and their parents. All requirements specified in the application packet must be complete or the candidate will not be allowed to proceed. Each DECA chapter will be allowed to submit one candidate.

State Officer Training Conference: The four State Officers and twelve District Vice Presidents are **required** to attend a State Officer Leadership Training Conference on **October 30-31, 2004** at the Lodge of Four Seasons, Lake Ozark, MO. Students should not run for office if they are unable to attend this conference and the State CDC Planning Conference on **January 22-23, 2005**.

Dress Code: Students, advisors, and chaperones shall adhere to the Dress Code requirements for the entirety of the conference. The Chapter Advisor is responsible for communicating the dress code requirements to all conference attendees and for ensuring compliance with the rules established for proper dress.

Missouri DECA maintains a quality learning environment for conference participants. Dress should not distract from that learning environment, and participants should use good judgment when deciding what to wear.

Professional Business Attire:

Females:

- Blazer/business suit with dress blouse, or
- Skirt or dress slacks with dress blouse or dress sweater, or
- Business dress, and
- Dress shoes (pumps, heels, or flats) and stockings

Males:

- Business suit with collared dress shirt and necktie, or
- Sport coat/dress slacks, collared shirt and necktie, and
- Dress shoes and socks

Unacceptable Casual Attire:

- Tops with spaghetti straps, halter tops, tube tops
- Athletic gear including bike shorts, mesh shorts, and rippled-sleeve shirts
- Clothing items with inappropriate or unhealthy language or logos
- Clothing items that do not provide appropriate coverage of the midriff, back, and undergarments



Accommodation: In compliance with the Americans with Disabilities Act, Missouri DECA will make all reasonable efforts to accommodate persons with disabilities at its meetings. Please call the District Advisor with your requests.

Non-smoking Policy: No smoking is allowed at the DECA District 1 Fall Leadership Conference. Smoking is a violation of Item 8 on the Delegate Conduct Practices and Procedures.

Registration Acknowledgement: You will receive an acknowledgement once we receive your registration materials. If you do not receive this acknowledgement in a timely fashion, please contact the District Advisor to verify that your materials have arrived.

District 1 Vice-President Election Guidelines

1. Each chapter in District 1 is allowed to submit one candidate for the office of District 1 Vice President.
2. Each candidate must submit an application and all other requested materials to the District Advisor.
3. Each candidate must agree to attend the District Fall Leadership Conference, the State Officer Leadership Training Conference, the State CDC Planning Conference, the District Career Development Conference, and the State Career Development Conference. Each candidate must also agree to complete and submit a Program of Activities that meets minimum criteria. The International CDC is not required, but State Officers are eligible with the completion of their program of activities. The ICDC is the financial responsibility of the officer's DECA Chapter or school.
4. Each candidate who satisfactorily completes the application and provides other requested materials is allowed to participate in the campaign process at the District Leadership Conference. No campaign materials, props, visual aids, sound effects or handouts of any type are permitted during the campaign process. **Candidates are required to wear a DECA blazer.**
5. Each candidate will take a written test that measures his or her knowledge of basic marketing, DECA, and parliamentary procedure. A minimum score of 70% will need to be achieved in order to advance to the next step in the campaign process. Students will be assigned a ranking based on their performance on the test, with 1 being the best score.
6. Each candidate will be interviewed by a Screening and Nominating Committee. Each chapter will provide a student to serve as a member of the Screening and nominating Committee. The Screening and Nominating Committee will rank the candidates, with 1 being the best, and recommend them for advancement to the Voting Session.
7. Each chapter in District 1 may send three (3) voting delegates to the District Leadership Conference. A Chapter's voting delegates need to be present for the entire conference in order to exercise their voting rights. All delegates must be checked in with the district advisor at the beginning of the conference in order to cast their ballots.
8. The candidates who earn the minimum score on the test and are recommended by the screening and nominating Committee will be eligible to give a speech to the delegates of district 1. The speech may not exceed three (3) minutes.
9. Delegates will hear all speeches and then cast their vote for the candidate of their choice. No other campaign activities are allowed at any time.
10. Candidates will be ranked according to the vote taken by the delegates. This ranking will be added to the candidate's overall rankings from the test and interview. The candidate with the lowest overall ranking will be the District 1 Vice President.

NOTE: Please ask your student to turn off all pagers and cell phones during the conference. They are a distraction for candidates and voting delegates. Also, please make sure your students are respectful and considerate while candidates are presenting their speeches. No talking will be allowed, or the student(s) will be dismissed. These kids have worked hard to prepare for this election, and deserve our assistance in making this a positive experience.

If you should have any questions or comments, please contact Michelle Goodner, District Advisor, at 816-520-4280.

REGISTRATION SUMMARY
District 1 Fall Leadership Conference

DECA District # 1 School _____ Page ____ of ____

Name of Voting Delegate to serve as Screening and Nominating Committee Member:

Number of Voting Delegates (VD) _____

Number of Adults (ADV) _____

Total Attending _____

You may bring one voting delegate for every 5 student members based on the 2003-2004 rosters. Chapters wishing to submit the 2004-2005 roster with this registration may base voting delegate and leadership delegate quotas on the new membership.

Student last name, first name

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If you need additional space, please number and include on school letterhead.

District 1 Fall Leadership and DVP Election
Conference
Vatterott – Kansas City Campus

8:30 - check in and tour of school (juice, coffee, bagels, fruit, etc. will be served)

9 am – Workshop-*The Art of Interviewing and Job Search*

10 – break

10:10 – team building exercises (scavenger hunt, etc)

11 – break

11:15 – speeches

12 – lunch – Sandwiches and such catered by Hy-Vee

12:30 – presentation of new DVP

1:30 Adjourn

(Add an hour before or after lunch to accommodate the speaker's schedule. We are still trying to nail down a time.)